**Hill Regional Career Magnet High School**

**21st Century Portfolio Implementation Draft**

**Academic School Year**

2011-2012

Grade 9-10

In order to successfully implement the 21st Century Portfolios at Hill Regional Career Magnet High School, it is imperative that we adjust the current school schedule to accommodate an advisory period where the staff can meet with students and advise them over a consistent, and continuous period where the students can become well versed with the 21st Century competencies, work on their portfolios, and gain guidance.

**The Schedule:**

**Current Schedule (A & B) Advisory Schedule**

7:35-7:45 Report to Locker 7:35-7:45 Report to Locker

7:45-7:55 Homeroom 7:45-7:55 Homeroom

8:00-9:22 Block 1 8:00-9:11 Block 1

9:27-10:48 Block 2 9:15-9:46 ADVISORY

10:53-12:48 Block 3 9:50-11:00 Block 2

12:53-2:15 Block 6 11:04-1:00 Block 3

1:04-2:15 Block 6

On advisory days, 10 minutes will be taken from periods 1, 2, 6 and a 30 minute advisory block added between periods 1 and 2. The advisory days will take place every other week. This will give the students approximately an hour per month with their advisor to work on their portfolio, and to workshop with other students who are in their advisory block. **Student assembly of the 21st Century Portfolios will remain the primary focus of the advisory periods ;** however should the school/administration decide that there is any pertinent information that should be distributed or discussed then that can also be done during that time:

* 9th Grade- CAPT & Class Announcements
* 10th Grade- CAPT & Class Announcements
* 11th Grade- SAT/College & Class Announcements
* 12th Grade- SAT/College & Class Announcements

**The Role of the Advisor**

* To help students understand the 6 competencies
* Review all parts of the portfolio
* Help students identify items to go into the portfolio. Ultimately the responsibility will be the students’ to choose the artifacts that will go into the portfolio, but the advisor will aid the student in ensuring that the artifacts meet the appropriate competency.
* Students must complete an artifact reflection form; the advisor will review it and offer feedback. It is the student’s responsibility to defend to his/her advisor why each artifact meets a specific competency.
* Aid students in keeping track of their portfolio. (If we utilize Career Cruising, this would become much easier)
* An addendum will be added to the final report card to let parents know about the students’ proficiency on the 21st century competencies for the academic school year.

**Student Responsibilities**

Students should be keeping portfolios, AND/ OR holding on to their work in all of their classes. During the advisory periods, students will need to bring work with them and will be able to utilize that time to work with their advisor, write reflections, workshop their portfolios with peers, and/or review what is given by administration/guidance.

**The requirement for Hill Regional Career Magnet High School’s 21st Century Portfolio:**

* 6 artifacts per academic school year, with at least one artifact for each competency. Additionally, the students must complete a reflection form to accompany each artifact.
* ***This is a draft. The logistical issues involved around the implementation of the plan will be worked out at a later date.***
* ***Any specifics outlined can be changed should it be determined that any aspect of the aforementioned need to be amended.***